



TOWN OF LONDONDERRY  
**ZONING BOARD OF ADJUSTMENT**

268B Mammoth Road Londonderry, New Hampshire 03053 · Phone: 432-1100, ext.122

**Prior to completing this application, you will need to obtain and provide as part of your application a completed ZONING BOARD OF ADJUSTMENT REASON FOR APPEAL form. This form requires a determination from the Zoning Administrator.**

**SPECIAL EXCEPTION IZO 5.12**  
**FOR A HOME OCCUPATION**

**\* PLEASE READ THE GENERAL GUIDELINES BEFORE COMPLETING APPLICATION \***

**Location of property:** Street address \_\_\_\_\_

Tax map \_\_\_\_\_ Parcel \_\_\_\_\_ Zone \_\_\_\_\_

Owner's name (s) \_\_\_\_\_ Tel. No. \_\_\_\_\_

Owner's address \_\_\_\_\_

Owner's Email address \_\_\_\_\_

Applicant's name (s) \_\_\_\_\_ Tel. No. \_\_\_\_\_

Applicant's address \_\_\_\_\_

Applicant's Email address \_\_\_\_\_

Representative's name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Representative's address \_\_\_\_\_

Representative's Email address \_\_\_\_\_

Previous Zoning Board action on this property: \_\_\_\_\_

Description of proposed use, showing justification for a Special Exception as specified in the zoning ordinance, Section 5.12 (Please describe the business you are applying for and what it entails):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL EXCEPTION IZO 5.12**

**APPLICATION FOR HOME OCCUPATION**

1. Will the activities associated with home occupations detract from the rural character of the residential neighborhood, or create traffic, environmental or aesthetic impacts substantially different than the impacts created by other permitted uses in the neighborhood? Y \_\_\_ N \_\_\_
2. Is the home occupation incidental and secondary to the use of the property as a residential dwelling? Y \_\_\_\_\_ N \_\_\_\_\_
3. Is the home occupation being conducted in a single-family or two-family dwelling unit (not permitted in multi-family dwelling units)? Y \_\_\_\_\_ N \_\_\_\_\_
4. Does the home occupation occupy no more than twenty-five percent (25%) of the existing normal living area of the primary residence or, if the home occupation is conducted in an accessory building, no more than fifty percent (50%) of the existing normal living area of the primary residence (up to a maximum of one thousand (1,000) square feet may be dedicated to the home occupation)? Y \_\_\_ N \_\_\_

Total living space: \_\_\_ sq. ft. Living space to be used: \_\_\_\_\_ Percentage: \_\_\_\_\_

5. Are only members of the occupant's immediate family residing on the property employed?  
Y \_\_\_ N \_\_\_
6. Are there any exterior renovations or construction as part of a home occupation? Y \_\_\_ N \_\_\_
7. Is there any exterior storage of any products, equipment, machinery, or materials associated with the home occupation? Y \_\_\_\_\_ N \_\_\_\_\_
8. Does the traffic generated by the home occupation create safety hazards or be substantially greater in volume than would normally be expected in the neighborhood? Y \_\_\_\_\_ N \_\_\_\_\_
9. Is the off-street parking adequate for anticipated customers (no parking areas in excess of those necessary for normal residential purposes will be allowed)? Y \_\_\_\_\_ N \_\_\_\_\_
10. Is the home occupation conducted in accordance with all Town regulations, state laws and licensing requirements? Y \_\_\_\_\_ N \_\_\_\_\_
11. Sign: (please indicate whether a sign was requested and permitted and if it a free standing or wall sign)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ the sign is non-illuminated  
\_\_\_\_\_ the sign does not exceed 3SF per side

12. Hours of operation: \_\_\_\_\_

Please be advised that the Zoning Board of Adjustment may impose additional conditions and restrictions it deems desirable or necessary to protect the residential character of the neighborhood.

**If approval is obtained, the applicant must sign an approval form** outlining the nature of the business and any restrictions put on by the Board. **If any changes are made** to the parameters of the home occupation as outlined in the presentation, **the applicant must make a new application** and appear again before the Board to request those changes.

I understand that I must appear in person at the public hearing scheduled by the Zoning Board of Adjustment.

If I cannot appear in person, I will designate a representative or agent in writing below to act on my behalf.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's printed name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's printed name

\_\_\_\_\_  
Dated

Total fee due (to be calculated by the Planning & Economic Development Department): \$ \_\_\_\_\_





# Town of Londonderry, New Hampshire

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Planning & Economic Development Department  
268B Mammoth Road  
Town Hall – 2<sup>nd</sup> Floor

603-432-1100  
603-432-1128

[www.londonderrynh.org](http://www.londonderrynh.org)

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Planning – Zoning – Economic Development – Conservation

## How to Prepare an Abutters List

**What this is:** A quick guide explains how applicants generate and verify an official abutters list for land-use applications in Londonderry. It walks you through using the Town’s GIS (MapGeo), explains who legally counts as an “abutter,” and outlines how to download, verify, and attach the list (and mailing labels) to your application.

### 1. Locate the Subject Property

- Go to: <https://londonderrynh.mapgeo.io/datasets/properties?abuttersDistance=400>
- Click the **Search** box and enter the property address. Press **Enter**.
- From the results, click on the correct parcel.

### 2. Find Abutters

- Click on the **Abutter** box at the top-right of the screen.
- Distance box with **400** will appear, then click the blue **Find** button.
- When prompted to “Clear search results?”, click **No**.

### 3. Identify Properties

- The subject property will appear outlined in **blue**.
- Properties within 400 ft will appear in **red**.
- **The applicant and/or property owner is responsible for determining** properties are legally considered abutters per the Town of Londonderry Ordinances which includes reference to **NHRSA 672:3**. Below is the definition from the Londonderry Zoning Ordinance, along with additional statutory references pertaining to condominium ownership and manufactured housing park ownership.
  - **Town of Londonderry Ordinance Definition of Abutter:**  
In addition to the definition set forth in RSA 672:3, “abutter” shall include properties within 400 feet of the property for which an application is pending before the Town Council, Planning Board, or Zoning Board of Adjustment, as determined using the “abutter” tool in the Town’s GIS system. In any case where the Town of Londonderry is an abutter, “abutter” shall also include all abutters to the parcel or parcels owned by the Town of Londonderry, using both the statutory definition and the 400-foot measurement set forth above.

- If an abutting property is under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association as defined in **RSA 356-B:3, XXIII**.
- If an abutting property is under a manufactured housing park form of ownership as defined in **RSA 205-A:1,II**, the term “abutter” includes the manufactured housing park owner and the tenants who own the manufactured housing which adjoins or is directly across the street or stream from the subject parcel.
- In addition to the definition set forth in RSA 672:3, “abutter” shall include properties within **400 feet of the subject property**.

#### 4. Refine the List

- Once complete, click **Download Results**.
- In the pop-up, select **Abutters Report**. This report is your official abutter’s list.
- Select **mailing labels** to create your mailing labels, provide **three (3) mailing labels** for each address including your own address.

#### 5. Verify Owner Information

- Accuracy of names and addresses must be confirmed with the **Assessing Department**:
  - Print and bring the list to the Assessing Department or email it to [Afurlong@londonderrynh.gov](mailto:Afurlong@londonderrynh.gov)

#### 6. Attach to Application

- Attach the verified list to your application or enter the information into the “List of Abutters” page in the application. Please include three (3) mailing labels for each address including your own address.

*Please reach out to the [Planning Department](#) with any questions about creating the list.  
Please reach out to the [Assessing Department](#) about verifying owner information.*



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**SPECIAL EXCEPTION GUIDELINES**

**The following documents shall be submitted for a Special Exception for a Home Occupation:**

1. Completed application signed by the owner;
2. Property sketch and floor plan showing the driveway and parking areas and demonstrating that the home occupation does not exceed 25% of the normal living area of the home, or if the home occupation is conducted in an accessory building, no more than fifty percent (50%) of the existing normal living area of the primary residence. The property sketch shall also indicate the location of on-site parking, access, fences, accessibility for residents and customers, and dumpster/trash location;
3. Description of the nature of the home occupation including, but not limited to, the anticipated number of customers/clients per day, hours of operation, deliveries and traffic generation;
4. If there are any specific state requirements or licenses involved with your occupation, please provide that information as well;
5. Abutter list (names and addresses confirmed with the Assessing department) and three sets of 1" x 2 5/8" mailing labels for each abutter; and
6. Application fee (to be determined by Planning & Economic Development department).

**The following uses shall not be considered home occupations:**

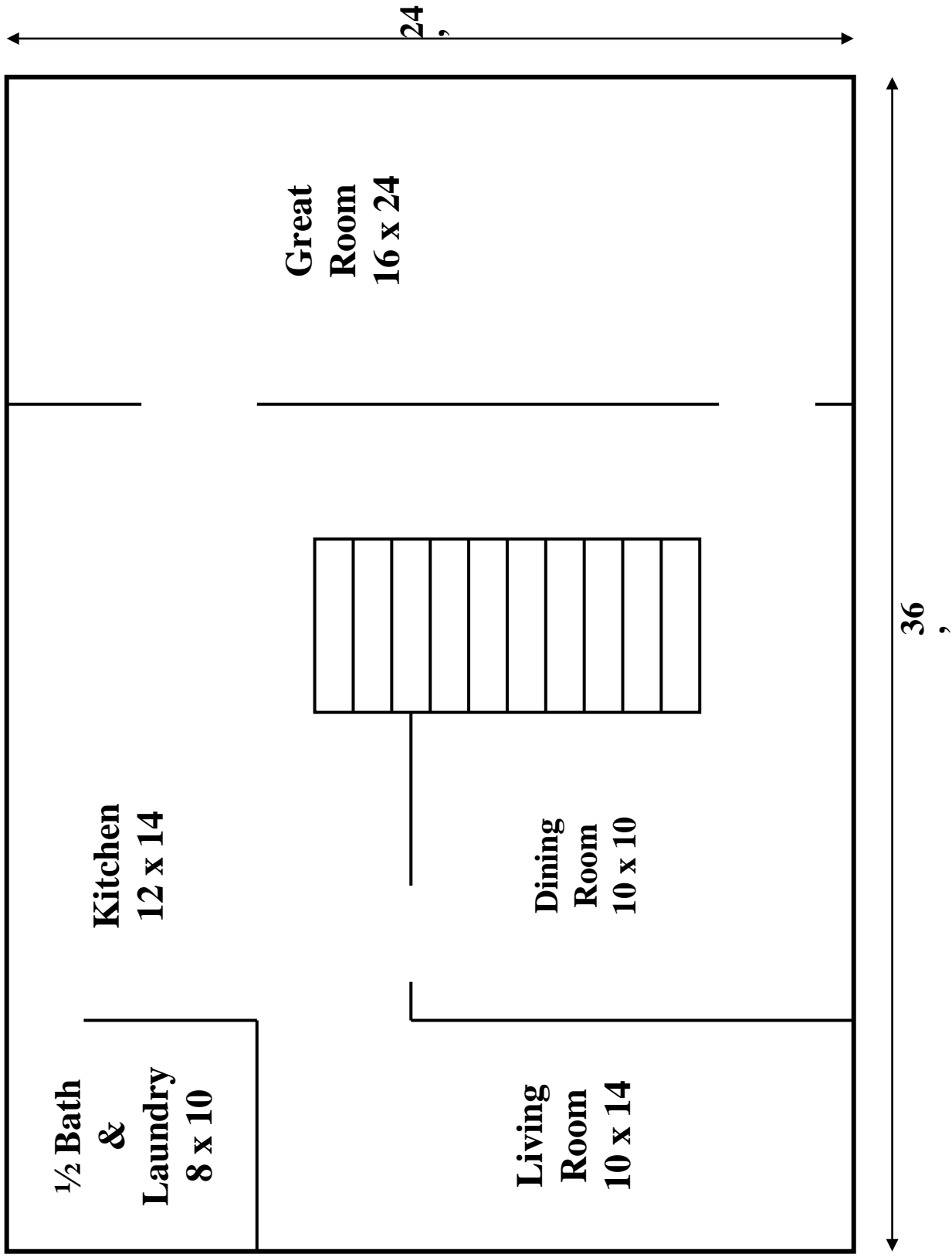
1. Any use that generates, stores or uses regulated hazardous substances, receives or ships hazardous materials regulated under Chapter 40-Code of Federal Regulations, or that generates or disposes of hazardous waste as regulated under Chapter 40 – Code of Federal Regulations;
2. Motor vehicle and machinery service, maintenance, repair and painting;
3. Motor vehicle and machinery sales;
4. Medical, dental or veterinary practices;
5. Kennels; and
6. Landscaping businesses.

Child Care Home Occupations must abide by LZO 5.12.5 Child Care Facilities as Home Occupations.

The Board also strongly recommends that you become familiar with the Zoning Ordinance, along with the NH Statutes TITLE LXIV, RSA Chapters 672-677 that cover planning and zoning.

**EXAMPLE**

**First Floor**

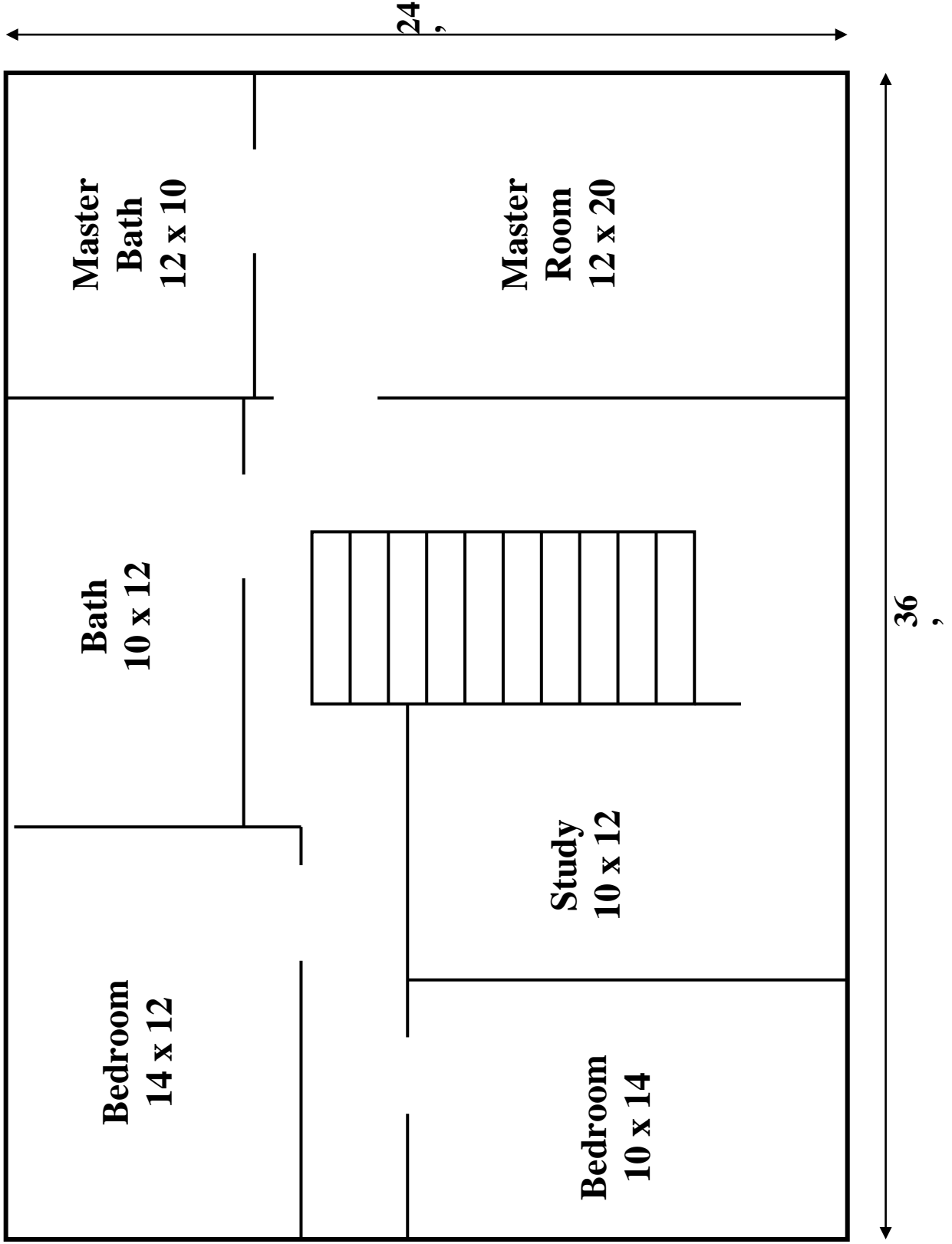


**E X A M P L E**

Total Area = 1,728 Sq. Ft.  
Using 10 x 12 Study and 10 x 14  
Bedroom = 240 Sq. Ft. = 15%

# EXAMPLE

## Second Floor



# EXAMPLE

# EXAMPLE

